

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Support
BP Customer Service
[BP Address]

[City, State, Zip Code]

Dear BP Customer Support Team,

Subject: Customer Support Issue - [Brief Description of Issue]

I am writing to bring to your attention an issue I have experienced regarding [specific issue, e.g., fuel quality, billing problems, etc.] at [specific BP location or service].

On [date of incident], I [describe what happened, providing any relevant details such as time, location, and nature of the issue]. Unfortunately, this experience has caused me [describe any inconvenience caused, damages, etc.].

I have tried to resolve this issue by [mention any steps you have taken, such as contacting staff at the location, using your website, etc.], but have not received a satisfactory response.

I kindly request that you [state what you would like BP to do, e.g., investigate the issue, provide compensation, etc.]. I believe that addressing this matter promptly will help restore my confidence in your services.

Please find attached [mention any supporting documents, such as receipts, photographs, etc.] relevant to this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Account Number or Customer ID, if applicable]

[Your Signature (if sending a hard copy)]